



Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	Chris Wiseman	Absent	ITS	Jim Sibenaller	In Attendance
Academic Affairs	John Pelissero	In Attendance	Student Affairs	Fr. Richard Salmi	In Attendance
Advancement	Jon Heintzelman	Absent	Guests:		
Facilities	Phil Kosiba	Absent	ITS	Kevin Smith	In Attendance
Finance	Bill Laird	Absent	ITS	Dan Vonder Heide	In Attendance
Human Resources	Tom Kelly	In Attendance	ITS	Florence Yun	In Attendance
ITS/Facilitator	Susan Malisch	In Attendance	ITS	Ray Pauliks	In Attendance
			Finance	Tim McGuriman	In Attendance

Welcome, Meeting Purpose & Agenda

The meeting commenced at 1:40 PM with a review of the agenda and introduction of guests. The minutes from the February 12th meeting were reviewed and approved as written. Tom inquired about progress regarding PII compliance and encryption of PC's. Jim said that there had been significant progress made recently especially within the Academic areas and that there were less than 10 departments left to respond.

SSOM LOCUS Student System Implementation

Florence reviewed the scope of the effort and the milestones. The SSOM students are loaded into LOCUS including the financial aid award letters. Student billing data is in process. The project health is green, on target with no identified risks. Of the 570 students, 350 are Fall candidates with 150 of those being "final". Students have received their financial aid award information and can view that information as well as their bio/demo data. Kevin noted the students have to logon twice as we cannot pass credentials between LUC and LUMC at this time but we could address this in the future if necessary. Florence walked through some LOCUS screens highlighting some of the functionality including financial aid awards acceptance, reviewing of 1098T's, making payments and parent/guest access. John asked how the students (570) were added by Registration & Records. Kevin said that they were added manually but going forward this will be accomplished in a semi-automated fashion. The Registrar at LUMC will be able to perform do block registration and Clare Korinek and her team will support them. Tim asked about the communication regarding the billing process changes. Kevin said that he believed John Campbell would address this.

Student Email Strategy

Dan provided a brief history of student email at Loyola (currently on GroupWise). According to the 2008 Campus Computing Survey, about 42% of institutions have outsourced email and 28% are considering outsourcing options. Of those who do outsource, 57% have Gmail/Google. Students only use GroupWise email for Loyola "business" and the service Loyola offers is more limited than what Google can offer. Currently 17% of students are forwarding their GroupWise email to another provider, the majority of which is Gmail (27.5%). Some never use GroupWise. Another approach would be that students would get a Loyola email account but would auto forward to the students email provider. The students would self-administer this process and the address book would still be available, however, with today's solution we can tell when students open their email in GroupWise; with forwarding we will not. This is a potential concern for Judicial Affairs. Kevin suggested we could embed an auto respond icon to track critical emails, similar to what we currently do with HTML messaging. Tim said he had several areas that would need that type of functionality. Tom asked about moving faculty and staff to Gmail. Northwestern is currently doing this but they are receiving some push-back, and there are concerns of controlling PII and intellectual property via an out-sourced solution. It was concluded that the next steps are to continue to socialize with the appropriate stakeholders. Fr. Salmi suggested that we get some students involved and get their perspective. *Task: Dan to collect more data from students and key stakeholders to determine student communication options. Bursar's Office to be added to this list.*

Enterprise Content Management (ECM) Implementation

Ray explained that ECM is more than just scanning and retrieving documents, it more broadly encompasses content management from an enterprise perspective. The DocFinity solution is not a replacement for critical systems such as the Student System or R+; rather, it is an extension of these systems. The key activity with the rollout of the solution is to first review and optimize the current processes wherever possible.

Financial Aid was the first area to go-live in February. The Financial Aid processes and also in Enrollment Operations, were redesigned for optimization. In March, four areas were initiated including Undergraduate Admissions, Advancement (compliance only), Child Law (back-scanning only) and the Advising process re-engineering project with Moran Consulting. The overall project status is "lime" due to some delays and risks regarding the Imagio conversion with Financial Aid and some resource planning concerns. All of the other sub-projects are currently healthy and on track (Green). Metrics for the ECM program are identified at the commencement of each project so that we achieve a complete understanding of the expected improvements utilizing ECM. For example, within Financial Aid documents are available within one day versus three days with the previous solution; a 66% improvement. The annotation features and functional security are also improved. The integration of document access within PeopleSoft is in-process and expected to speed up document retrieval from 50-90%. Within Enrollment Operations there are several improved processes, improved data integrity and improved productivity reporting for the administrators. A new feature is the processing of emails and attachments directly into DocFinity. The "screen scraping"/integration with PeopleSoft should be available in the next several weeks. A new process for scanning at WTC will also be implemented to eliminate the "pouch process" in place between campuses for Financial Aid. Ray concluded by reviewing the 2009 schedule. He identified the existing constraints and risks; specifically the delays in the conversion, the team size and some production support conflicts that we will monitor. Ray also walked through some screen shots of the DocFinity application. The DocFinity case study information handout on Loyola was distributed to the group.

Annual PCI Compliance

Susan noted that annual PCI compliance efforts would commence. She discussed the size of the effort, schedule and that the review work would re-occur annually going forward. No concerns were raised and all were in agreement to proceed. This will be added to the Plan of Record for Q1-Q2 FY10.

Meeting Wrap-Up

The meeting adjourned at 3:40 PM.